

Retention and Classification Report

Agency: Davis Applied Technology College (Utah) (1803)

550 East 300 South
Kaysville, UT 84037

Records Officer Greg Scherer

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AGENCY: Davis Applied Technology College (Utah)

SERIES: 27940

3

TITLE: Americans with Disabilities Act files

DATES: 1990-

ARRANGEMENT: alphabetical

DESCRIPTION:

Requests made by an employee for disability accommodations. Information includes medical data about the requestor, accommodations made, denials, appeals, and any other information about accommodation requests from applicants, employees, and volunteers.

RETENTION:

Retain 5 years after termination, retirement, or reasonable accommodation, whichever is first.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 58.

AUTHORIZED: 06/11/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after termination, retirement, or until reasonable accommodation, whichever is first, and then destroy.

Computer data files: Retain in Office for 5 years after termination, retirement, or until reasonable accommodation, whichever is first, and then delete.

AGENCY: Davis Applied Technology College (Utah)

SERIES: 27940

TITLE: Americans with Disabilities Act files

(continued)

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled

AGENCY: Davis Applied Technology College (Utah)

SERIES: 5635

3

TITLE: Daily attendance registers

DATES: 1982-

ARRANGEMENT: Chronological, thereunder numerical by course number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Computer generated attendance report registers of classes and actual hours in which students participate. Includes name of student, daily attendance, number of hours per day students are in class, student type number, module progress, and a comment code.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

The disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis Applied Technology College (Utah)

SERIES: 27305

3

TITLE: Personnel Files

DATES: 1974-

ARRANGEMENT: Alphabetical withing multiple year sections.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 94, Item 1.

AUTHORIZED: 10/13/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

Digital image: Retain in Office until administrative need ends and then delete.

AGENCY: Davis Applied Technology College (Utah)

SERIES: 27305

TITLE: Personnel Files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(f).

AGENCY: Davis Applied Technology College (Utah)

SERIES: 9822

3

TITLE: Shared high school students letter grades

DATES: 1984-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the letter grades of high school students attending the Davis Applied Technology Center. They are an administrative copy and the school does not need the information after a student leaves the vocational program.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the limited information available.

AGENCY: Davis Applied Technology College (Utah)

SERIES: 9822

TITLE: Shared high school students letter grades

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis Applied Technology College (Utah)

SERIES: 11798

3

TITLE: Student assessment records

DATES: 1979-

ARRANGEMENT: Alphabetical by student surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document the aptitude testing of students as they are admitted into the Davis Applied Technology Center program. Students are primarily tested on their math and reading skills. The records include test scores and answer sheets.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Davis Applied Technology College (Utah)

SERIES: 11798

TITLE: Student assessment records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis Applied Technology College (Utah)

SERIES: 5628

3

TITLE: Student registration and academic files

DATES: 1976-

ARRANGEMENT: Chronological, thereunder alphabetical by student name.

ANNUAL ACCUMULATION: 24.00 cubic feet.

DESCRIPTION:

Files containing official documentation listing student's courses, grades, credits earned, and status achieved. Often referred to as the transcript. Grading and formal transcripts did not begin until 1990.

RETENTION:

Retain 75 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 1.

AUTHORIZED: 11/06/1990

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 73 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

These records are official documentation for student's academic history.

AGENCY: Davis Applied Technology College (Utah)

SERIES: 5628

TITLE: Student registration and academic files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis Applied Technology College (Utah)

SERIES: 9825

3

TITLE: Year end reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/10/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public